

**WORK PLAN PREPARATION**  
**Process Timeline: General Assistance Program – FY 2007**

<b>Date</b>	<b>Process</b>	<b>Montana Tribes Submit Materials to:</b>	<b>All Others Submit Materials to:</b>
<b>11/ 17/06</b>	EPA sends invitation to submit workplans, budgets and accomplishments summary		
<b>1/19/07</b> (8 weeks for Tribes to prepare new funding package)	Proposed workplans, budget details and accomplishments summary due.	Danette Quick Grants Specialist (8MO) Montana Operations Office Federal Office Building 10 West 15th Street, Suite 3200 Helena, MT 59626  e-mail: quick.danette@epa.gov	Connally Mears, Director Tribal Assistance Program US EPA, Region 8 (8P-TA) 1595 Wynkoop Denver, Colorado 80202  e-mail: mears.connally@epa.gov
<b>2/ 9/07</b> (4 weeks to conduct regional team program reviews, conduct conference calls and prepare written summary documenting results of communications)	Tribal Program Managers will submit written comments to their respective tribes and begin the negotiation process.		
<b>3/ 1/07</b> (3 weeks to make revisions to original submittals)	Final date for tribes to submit final workplans, budget detail for EPA approval.	Danette Quick Grants Specialist (8MO) Montana Operations Office  <u>Use Above Address &amp; E-mail</u>	Connally Mears, Director Tribal Assistance Program  <u>Use Above Address &amp; E-mail</u>
<b>3/ 1/07 or 7/15/07 –</b>  <b>Flexible Due Date to coincide with Tribe's Budget/Project Period</b>	Tribes submit final application packages (SF 424, 424a, Budget Details and all other necessary forms to EPA)	Danette Quick Grants Specialist (8MO) Montana Operations Office  <u>Electronic Applications Preferred</u>	Wayne Anthofer, Director Grants, Audits & Procurement Program (8TMS-G) US EPA, Region 8 (8TMS-G) 1595 Wynkoop Denver, Colorado 80202  <u>Electronic Applications Preferred</u>
<b>4/ 1/07 or 10/1/07 -</b>  <b>Flexible Due Date to coincide with Tribe's Budget/Project Period</b>	Final Awards made by Grants Office		